

University Cabinet Minutes
August 24, 2009

Present: Caren Barnett, Linda Cresap, Conrad Davidson, Ron Dorn, Lisa Eriksmoen, David Fuller, Dale Gehring, Rod Hair, Wylie Hammond, Kevin Harmon, Rick Hedberg, Sarah Henderson, Cathy Horvath, Dick Jenkins, Roger Kluck, JoAnn Linrud, Teresa Loftesnes, Mark Lyman, Wes Matthews, Neil Nordquist, Sandy Nordstrom, Ernst Pijning, Gary Rabe, Matt Schaefer, Marv Semrau, Jennifer Sick, Kris Warmoth Jonelle Watson and Deb Wentz

Absent: Brent Askvig, Lynda Bertsch, Libby Claerbout, Brad Damm, Sandy Foley, Russ Gagnon, Leon Perzinski, and Sarah Perry

Guests: Christy Carroll

Approval of Minutes

The minutes of the June 17, 2009 meeting were approved as presented.

New Business

a. Matt Schaefer introduced Billy Seright, Executive Director of Companions for Children. Mr. Seright provided some background information relative to his organization and is hoping there can be a more formal arrangement between MSU and his organization to assist with mentoring of area children

This would certainly benefit MSU in that it would allow for experiential learning opportunities for students. Additionally, a requirement of those enrolled in the Companions for Children program, is that they must participate in a service learning opportunity within the community. This could be accomplished with their mentor and since MSU currently does participate in service learning opportunities within the city, it would require little effort on the part of MSU to include the children in a project.

They currently only have a partnership with the RSVP group in town as part of the RSVP mission of providing volunteers for various activities and events. The RSVP does not provide mentors and that is what is needed. Companions currently have 74 children enrolled with only 16 mentors.

Mentors do have to meet very specific criteria and will go through a thorough screening process.

Mr. Seright has already presented to the Staff Senate and is scheduled to present to the SGA at their meeting. A confirmed time with Faculty Senate will also take place. Recommendations from each of the senate's will be forwarded to cabinet for their consideration and action. Dr. Fuller thanked Mr. Seright for his presentation.

b. Faculty senate report – Senate President Pijning reported that this Thursday will

be the first faculty senate executive board meeting. The full senate will meet next week and will have many items to discuss. Pijning indicated that there will be 27 items on the agenda that will need discussion and/or action. Some of these include: ACT, gen ed, day care, academic Hall of Fame, dual credit and salaries.

c. Staff senate report – President Schaefer reported that the fall kick-off event at the Zoo went very well. Linda Benson is the secretary for the NDUS Staff Senate. This year there will be work done on refining the various committees to make sure that we accomplish common goals and align them with service to MSU and students.

d. Student government – no report

2. Announcements/acknowledgements/calendar

Acknowledgements announced at the meeting included: Sheri Saltveit, Mark Timbrook, Amber O'Brien, Plant Services, Roger Kluck, Walter Piehl, ITC and all those involved in the last Connect Session.

3. Current issues/area reports –

Plant–Tom Thorson fell while doing work around his home this weekend and will be out for a week or so to recover from his injuries. If anyone wants to look inside Swain they are welcome to do so, however, it is a hard hat area so you will need to get one from Plant. The monument sign is in the final phases of completion. The brick should be finished on Friday and then there is just the landscaping to complete. The fence around the cemetery should go in next week. Roger thanked the volunteers at the Dome who painted the walls this summer. It really enhances the look and feel of the place. Any fire calls on campus will now go directly to the fire station rather than routing through Plant first. The reason for this is that we will no longer have 24/7 coverage at Plant because we are not dealing with the coal boiler. The remodel of the nursing area is almost complete and 3rd floor classrooms in the Administration building have received new desks and chairs. Recycling has kicked off in Hartnett, Crane, SC Atrium and Moore. Look for open forums soon to discuss processes for re-opening 11th Avenue.

It was requested that air quality tests be conducted in the Office of Information Technology in Memorial Hall. Roger will see that it gets done.

NDCPD – have several openings at the present time (10)

Arts & Sciences – everything is set for classes to begin. Looking forward to a good year.

Advancement/Marketing – Rick Heit is the new social network staff in Marketing. Homecoming advertising will be coming out soon – many activities are planned. It was suggested that we include the class of 2013 in these activities as well.

JCEMP – going through orientation right now – have 19 in this cohort which is the largest ever. Chinese students are here for the international cohort. Only have 2 from Sias this time.

Education and Health Sciences – over 20 students have registered for the new athletic training class. We also have over 20 students enrolled in the RN to BSN degree program. On September 2 we will host 50-60 area Superintendants for their regional meeting. Let N. Nordquist know if you want to be a part of this meeting. Education is preparing for the NCATE visit which will take place a year from now. The college has had a couple of good hires over the summer and just recently received a last minute resignation.

CEL – everything is ready for on-line classes to begin. The Base is up in enrollments and we had a very good turnout for the Base open house compared to last year. CEL participated in a very successful Connect session held in Bismarck this summer. We will begin a Marketing program in Bismarck – have some good teacher candidates that will be brought to the Minot campus for interviews.

Enrollment – the numbers are looking very positive at this point. Applications may exceed 1992 figures. New freshmen and transfer students is at a 20 year high. Much of this can be tracked to Grow ND program.

Grad & RSP- no stimulus grants are due this week. We will complete a STEM grant application and submit this week. Grad students (international) that have not paid their insurance have received a hold on their account. This is a requirement and they are aware of this prior to enrolling.

Registrar/Financial Aid – both offices have been very busy in the past few days with students coming in with questions, etc.

Business office – audit due dates are coming up soon. Will soon be busy with financial aid distributions.

Library – Wendy Lankey is the new administrative assistant. There will be an archiving meeting on Thursday – more information will be coming.

Publication and Design – the office has been extremely busy – please be patient with requests.

HR - search/recruiting materials will be ready for Cabinet review at the next meeting. Have been very busy hiring staff.

RCJC/Institutional Research – RCJC will take over all 8 prevention coordinator positions for the State of ND. This means there will be MSU employees in each of these regions. Department of Justice just finished their review of our 2 meth grants and did not find anything that needed to be corrected.

Health/Wellness – have been busy with students. Lots of questions about the H1N1 virus and its potential to impact campuses. There will be a webinar on Friday that will detail precautions, etc. that universities should be aware of. All are encouraged to take part if time permits

NA Center – Wiley will be going into a phased retirement this year meaning he will be working ½ time in multicultural services and with the NA tribal colleges on recruiting. A search for Wiley’s replacement is underway.

PIO – ESL open house is on September 16 immediately following the Cabinet meeting. On September 23 MSU will host a Block Party from 5-8 on the lawn in front of Old Main. Everyone is again reminded to use the campus calendar for their events.

The President’s office will be holding an event for all administrative assistants and secretaries. As part of this event, the Marketing presentation that was given after Convocation will be presented. This will be helpful for them as they are the people responsible for entering department information on the calendar.

Athletics – Jason Spain has been offered and accepted the Women’s Soccer coach position. Jason comes to us from California. An offer has been made to a wrestling candidate – we are awaiting a response. The Athletic Compliance position will be posted soon – this is a position that is required under NCAA bylaws.

4. Higher Ed Opportunity Act Compliance Checklist – everyone received a copy of the checklist which has been sent to all departments. The business office is the collection point for campus.

5. Dakota NW Consortium – MSU will be forming a consortium with communities in NW North Dakota to help provide expertise in addressing needs of the communities.

6. Review of Cornerstone report – the 2008-2009 roundtable reports are due to the NDUS by Wednesday. If there are any changes please get these into the president’s office as soon as possible. We will need to submit 2009-2010 goals soon so if you have any that should be included send them to the president’s office. Another meeting will be called to discuss these.

7. President’s report – items of note in the report include:
Community Bowl Partnership
Graduation rates
Admissions criteria
Enrollment plan – building on success of Grow ND
Swain
Sustainability
DAC/NCAA

Meeting adjourned at 4:45 p.m.

Deb Wentz, Recording Secretary